



# Philippine School Doha

PO. Box 19664 Doha, State of Qatar  
 ☎ 4181587/96 📠 4217718

## REGISTRATION FORM

RF-001B

School Year ____ / ____	NEW STUDENT	Level	Stud. No. (YY-NNNN)
			____ / ____

Before filing this registration form, the applicant and/or the parents or qualified guardian of the pupil or student who will be enrolled shall fully understand, observe and adhere to the school's admission policies as stipulated in the PSD Manual of Norms and Policies (MNP) that are reprinted in PSD Brochure. He/She shall complete and sign the Statement of Undertaking.

### GENERAL PUPIL/STUDENT INFORMATION

Family Name:		First Name:		Middle Name:	
Date of Birth:	Place of Birth:	Religion:	Height:	Weight:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Nationality:	Passport No.:	Date of Expiry:	Residence Permit no.:	Date of Expiry:	
Address in the Philippines:				Telephone no.:	
Address in Qatar:				Telephone no.:	

### PARENT/GUARDIAN INFORMATION

	Father/Guardian	Mother/Guardian
Name		
Nationality		
Occupation/Profession		
Name of Company		
Telephone No.		
Fax No.		
Mobile No.		
E-mail Address		
Contact Person in case of Emergency		
Telephone/Mobile No.		

### LIST OF SCHOOLS THE STUDENT HAS ATTENDED, BEGINNING FROM THE MOST RECENT

Name of School	Address	Grade/Year-Section	School Year

<input checked="" type="checkbox"/>	CREDENTIALS SUBMITTED WITH THIS APPLICATION		Remarks
<input type="checkbox"/>	Form 138, with the certificate of eligibility duly accomplished and signed by the principal or registrar		
<input type="checkbox"/>	Birth certificate copy	<input type="checkbox"/> Two (2) passport size pictures	
<input type="checkbox"/>	Certificate of good moral character	<input type="checkbox"/> PEPT Result (if applicable)	
<input type="checkbox"/>	Passport Copy (Student & Parents)	<input type="checkbox"/> Others (Pls. Specify)	
<input type="checkbox"/>	Res. Permit copy (Student & Parents)	<input type="checkbox"/>	

**STATEMENT OF UNDERTAKING**

I/We have read, fully understood the relevant school's admission policies and therefore, hereby accept to undertake the following:

1. To abide by the rules and policies of the school as prescribed in the published PSD Manual of Norms and Polices pursuant to the amended By-laws of the Philippine School Doha, Inc. and its ensuing requirements.
2. To abide by the result of the classification of my/our child as a result of the relevant credentials submitted.
3. To abide by the result of the required Placement Test and ensuing classification, deemed applicable to my/our child by the school.
4. To pay the school charges as required in PSD Brochure, in case of my/our child's transfer or withdrawal from any educational program of which he/she is enrolled.

A.

- ❖ 10% of the total amount due for the term (school year) if he withdraws within the first week of classes.
- ❖ 20% of the total amount due for the term (school year) if he withdraws within the second week of classes.
- ❖ 30% of the total amount due for the term (school year) if he withdraws within the third week of classes.
- ❖ 50% of the total amount due for the term (school year) if he withdraws within a month after opening of classes.
- ❖ Thereafter, he shall be charged the full tuition fee for the entire school year and other school fees.

B.

- ❖ Parent terminated from employment whose children's tuition fees have been fully paid, PSD management will refund the unutilized remaining month/s tuition fee only upon submission of proof of termination document(s) issued by their employer or parents' sponsor;
- ❖ In the case of terminated parent whose children's tuition fee was not paid in full, the student's remaining month/s tuition fee shall be waived on the condition that the relevant support document(s) relating to his/her termination is received by the school management to ascertain its authenticity;
- ❖ In the event that the parent voluntarily resigns from employment, 50% of the student's remaining month/s tuition fee shall be deemed due and should be paid without appealing to the school Board of Trustees

With my/our affirmation of the above undertakings, I/we hereby apply for the admission of my/our child, whose full name and relevant information are filed in this registration form and for whom we herewith submit the required credentials and pay for the required corresponding school fees, which are subject to the acceptance of the school. It is fully understood that the school reserves the right to either make pending, disapprove or accept this application.

	Father/Guardian	Mother/Guardian
Full Name		
Signature and Date		

**PAYMENT SCHEME**

Tuition Fees will be paid by :  Parents  Company

The statement of account should be sent to :  Parent's Home Address  Company's Address\*  
c/o student

\* Please give exact details of company address

ADMISSION ASSESSMENT FORM (FOR OFFICIAL USE ONLY)					
<b>Note: This application shall not be processed without the completed and duly signed undertaking</b>					
<b>CLASS PLACEMENT</b>			<b>ASSESSMENT OF ENROLLMENT FEES</b>		
Credentials accepted <input type="checkbox"/> Yes <input type="checkbox"/> No On the basis of the above credentials, the Enrollee  <input type="checkbox"/> is classified as:  <input type="checkbox"/> PRE-SCHOOL <input type="checkbox"/> Nursery <input type="checkbox"/> Kinder <input type="checkbox"/> Preparatory  <input type="checkbox"/> ELEMENTARY <input type="checkbox"/> Gr1 <input type="checkbox"/> Gr2 <input type="checkbox"/> Gr3 <input type="checkbox"/> Gr4 <input type="checkbox"/> Gr5 <input type="checkbox"/> Gr6  <input type="checkbox"/> SECONDARY <input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> <input type="checkbox"/> 4 <sup>th</sup>  <input type="checkbox"/> is required to take Placement test on _____			Registration fee (per family) : _____ Tuition Fee for the month of _____ June QR _____ _____ _____ _____ Total Tuition Fee : _____ Miscellaneous fees : _____ Books : _____ Others : _____ TOTAL AMOUNT DUE : _____		
Reviewed by:	Signature:	Date:	Assessed by:	Signature:	Date:
Result of Placement Test:			Payment Received by	O.R.No.:	Date:
Remarks:					
<input type="checkbox"/> Registration Recommended <input type="checkbox"/> Not Recommended			<input type="checkbox"/> Registration Approved <input type="checkbox"/> Disapproved		
The School Registrar		Date	The School Principal		Date